

REQUEST FOR ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the City Council and/or Committees of the City Council. This covers all items which require formal bids, currently anything over \$25,000 (except emergency and repair costs)

I. PROJECT NO.: _____ CIP No. _____
 II. PROJECT NAME: Sweeper Broom Refills
 III. Project/Item(s) Description: _____

IV. BID LETTING DATE: First Quarter 2011

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 30,000.00



VI. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment Partial Payment

VII. APPROPRIATION DATA

Amount	\$30,000.00				
Fund Name	Streets				
Department	401				
Line Item	4253				
Fund	101				

VIII. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

IX. DEPARTMENT/DIVISION:

Project Manager: Toni Broom  Date 1/14/2011
Don Brumbaugh Date 1/14/2011
 DIVISION MANAGER Signature
 Date 1-14-11
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation	Date	Initial	Yes		
Cash Flow	<u>1/14/11</u>	<u>DB</u>	✓		Investment Desk
					Public Works
					Engineering
					Project Manager